

**Seventh Annual Sanctuary Advisory Council  
Chairs and Coordinators Meeting  
Newport News, VA  
May 12 – 15, 2008**

**Flights into Newport News, VA**

It is recommended that you fly into the Newport News/Williamsburg (PHF) airport for ease of getting to and from the airport and because you will not need to rent a car. It is a very small airport and very convenient to the hotel, *Monitor* NMS office and The Mariners' Museum. The other option would be Norfolk International (ORF), a much larger airport, which is about 30-40 minutes away depending on traffic.

See Newport News Marriott at City Center Fact Sheet for more details.

**Car Rental**

***There is no need to rent a car, particularly flying into PHF.*** A taxi ride to and from the airport is very affordable from PHF. Shops and restaurants surround the hotel. A trolley also runs (the hotel is one of the stops for the trolley) to nearby Port Warwick, an area which features numerous other shops and restaurants. Monday, May 12 council coordinators will meet at the The Mariners' Museum-- cars and vans will transport the coordinators on that day. Tuesday, May 13 the meeting will also be held at The Mariners' Museum – a bus will transport all meeting participants to and from the museum. Wednesday, May 14 a tour company will transport meeting participants on the field trip. Thursday, May 15 the meeting is at the hotel.

**The Hotel**

Marriott Newport News at City Center  
740 Town Center Drive  
Newport News, VA 23606  
<http://marriott.com/property/propertypage/PHFOY>  
Phone: 757-873-9299 or 866-329-1758

See Newport News Marriott at City Center Fact Sheet for more details on: arrival information, hotel details, guest room information, services, restaurants and lounges, recreation, attractions and landmarks, and high-speed internet access.

***Rooms have been reserved at the federal government rate of \$75 per night, under the block "NOAA Council Chairs and Coordinators Meeting". (Hotel reserves right to charge prevailing US government prescribed per diem for hotel accommodations in effect at the time of the meeting.) Each meeting participant must make and secure their own hotel reservation; provide the block name when making the reservation. Please make your reservation by Friday, March 21, 2008 to get the government rate and be assured of a room; in fact, the size of the meeting has increased over our original room block, so the sooner you make your reservation the better!! (overflow will be at another hotel)***

***All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. In the event of cancellation, the deposit is refundable if notice is received within 72 hours prior to the day of arrival and a cancellation number is obtained.***

***The entire hotel has a strict non-smoking policy. Smoking inside the hotel will result in a cleaning surcharge up to \$500.00 for guests that violate this policy.***

#### **Travel Orders and Expenses**

Travel for each chair will be covered by ONMS HQ, but the invitational travel order must be prepared by the site. Please use accounting code **10-04-0006-01-00-00-00 F8K5B75-PSA**. Please note that per diem on travel vouchers will need to be adjusted when meals are provided. Travel for each coordinator is covered by the site.

Please note that ONMS HQ will cover the chairs airfare and hotels, meals and transportation costs for Monday, Tuesday, Wednesday and Thursday nights. For those chairs coming from Pacific sites, HQ will cover Sunday night as well.

#### **Chairs Summit (see details page 4)**

***For the dinner each chair needs to select between the entrees noted below and notify Karen Brubeck, [karen.brubeck@noaa.gov](mailto:karen.brubeck@noaa.gov), by March 21.***

- \_\_\_\_\_ Penne Pasta Primavera with roasted portabellas and parmesan tomato sauce
- \_\_\_\_\_ Alaskan Halibut, ginger and citrus crusted with lemongrass broth and crispy shitake mushrooms (Rated "Best Choice" by Seafood Watch)
- \_\_\_\_\_ Herb Roasted Chicken Breast with bourbon glaze, green apple and dried cranberry relish

If chairs do not request an entrée selection, Penne Pasta Primavera will be ordered for them.

#### **Presentations**

Please email all presentations to Karen Brubeck by May 2 ([karen.brubeck@noaa.gov](mailto:karen.brubeck@noaa.gov)) or bring to meeting on a thumb-drive. Back-ups are recommended in the event of technical difficulties.

#### **Materials**

**If you have handouts, plan to bring 45 copies of each.** If you have bulky materials you would like to send ahead, contact the Marriott. A handling/storage fee of \$3.00 per box per day shall apply. Individuals will be responsible for picking up packages and bringing to meeting.

#### **Weather/Climate**

The weather in Newport News in early May is variable. It will likely be in the upper 60s - mid 70s and may be rainy. Check the weather before you pack and bring layers.

#### **Attire**

The dress for the entire week is business casual.

### **Meeting Details – Monday, May 12 (Council Coordinators Only)**

- ❖ On Monday **ONLY COUNCIL COORDINATORS** meet; most council members will use this as a travel day. The meeting will be held at The Mariners' Museum/Monitor Center Classroom. Breakfast is on your own. Coordinators will meet in the hotel lobby for transportation to the museum. Refreshments, breaks, and lunch will be provided.
- ❖ Council Performance Measure Discussion: "By 2010, Sanctuary Advisory Councils will provide significant input on 150 priority projects across the ONMS". The target measure of 150 is the cumulative number of significant inputs on priority projects, as defined in the tracking plan. The sanctuaries' annual numbers are combined for a program-wide annual number, and annual numbers will be cumulatively added until FY2010, which is the last target year. Given that, by FY07, we have reached 149 inputs the measure must be revisited. ***Please come prepared to discuss and provide input.***
- ❖ Volunteernet Presentation and Discussion: ***Please come with a list of issues, concerns and questions.***
- ❖ State of the Councils Workshop: June Cradick will facilitate this discussion and will distribute information in advance designed to focus the discussion. ***Please come prepared to discuss and provide input.***
- ❖ Open Discussion Session: This session is for any and all issues coordinators want to discuss. This is a great opportunity to tap into the experience and expertise of all the council coordinators! ***Please come with a list of issues, concerns, and questions.***
- ❖ Transportation will be provided back to the hotel.

### **Meeting Details – Tuesday, May 13**

- ❖ The meeting will be held at The Mariners' Museum. Breakfast is on your own. Meeting participants will meet in the hotel lobby for transportation to the museum. Refreshments, breaks, and lunch will be provided. See below discussion of reception.
- ❖ Regional Case Studies: See previously distributed case study guidelines for details. Regional directors will work with the sanctuary superintendents, council coordinators and councils in each region to identify a single case study to be presented from the region. The theme is "cross-pollination" of councils and issues within the regions, so topics selected should connect to or highlight the theme. One council chair from the selected site or region will conduct the presentation at the meeting. The council coordinator and the regional director will also be on hand to field questions for the discussion portion following the case study presentation.
- ❖ Regional Breakouts: Council chairs and coordinators will break out by region. ONMS headquarters staff will move among the groups. The regional director will facilitate the session. Each regional breakout group will be given the latitude to

use the time the best way they see fit. These will be informal discussions, allowing chairs and coordinators an opportunity to meet and interact with their regional superintendent. The ONMS would like to encourage use of this session for “cross-pollination” of councils and issues within the region -- identification and discussion of common opportunities, collaborations, projects and improvements. ***Please come prepared with any questions, concerns or ideas about regional issues.***

- ❖ Regional Breakout Reports: Each regional breakout group will identify an individual to summarize key points of discussion and next steps, and present to the larger group of meeting participants.
- ❖ The *Monitor* NMS and National Marine Sanctuary Foundation are hosting a reception in your honor on Tuesday evening; The Monitor Center exhibits will be open during the reception. The reception will begin immediately following the meeting. As with the rest of the week, the dress is business casual. Wine, beer, sodas and hors d'oeuvres will be served.
- ❖ Transportation will be provided back to the hotel.

#### **Meeting Details – Wednesday, May 14**

- ❖ Breakfast is on your own. Meeting participants will meet in the hotel lobby for transportation to the field trip. Lunch is included. Plan to wear layers, comfortable clothing and shoes, and perhaps bring a small backpack with a camera, sunscreen, water bottle and snacks, if desired.
- ❖ Chairs’ Summit: The chairs’ dinner with Dan Basta will be held at the Marriott. This is an opportunity to discuss any procedural, trouble-shooting or other concerns, issues, or topics with Dan and the other chairs. ***Please bring discussion topics with you.***

#### **Meeting Details - Thursday, May 15**

The meeting will be held at the Marriott Newport News at City Center. Breakfast is on your own. Refreshments, breaks and lunch will be provided. Dinner is on your own.

- ❖ Management Plan Review Process: This session will inform council chairs and coordinators on developments in the evolution of the management plan review process and seek views on the changes. ***Come prepared to discuss the site and council’s experience with MPR as it relates to the suggested changes to the process.***
- ❖ Greening Session: This session will focus on the Blue Seas/Green Communities Initiative Dan outlined in his recent letter to the advisory councils. ***Please come prepared to discuss the topic in general and your council’s specific role/actions in this initiative.***
- ❖ **Results of Recent Program Evaluations:** This session will provide an update on the findings, themes and responses to three program reviews that will have been completed by May 2008; an external review by NAPA (completed in 2006);

an ongoing review by the Department of Commerce's Inspector General; and the upcoming PART review by the Office of Management and Budget (Spring 2008).

- ❖ Open Session: This session is reserved for any topics or issues that are not included or discussed elsewhere on the agenda. ***Please bring any topics you would like to highlight during this session.***
- ❖ Close Out Session includes: (1) a summary of meeting follow-up/action items; (2) written meeting evaluations; and (3) volunteers for FY08 agenda working group.

#### **Further Questions**

If you have additional questions please contact:

Karen Brubeck

206-842-6084

karen.brubeck@noaa.gov